

**APPLICATION FOR
CONTRACTOR/SUBCONTRACTOR
SUPPLEMENTAL
PREQUALIFICATION**



Kirk/Short Building – Exterior Restoration

OMB/DFM Contract No. MC1002000022

OVERVIEW

INTRODUCTION

Pursuant to Section 6962(c), Title 29 of the Delaware Code, the Office of Management and Budget has established a two-step process for the prequalification of contractors and subcontractors that elect to bid on large public works contracts for which prequalification is specified by the contracting agency. The two-step prequalification process involves:

- 1) **General Prequalification** – The first step in the prequalification process that enables applicants to submit financial information and work/project history that the Department will use to assign one or more work classifications and bidding dollar limits. General prequalification remains valid for twelve calendar months from the time a contractor or subcontractor becomes prequalified by the Department.
- 2) **Supplemental Prequalification** – The second step in the process that enables prequalified contractors and subcontractors to provide a limited scope of information that is *specific to a single project*. Supplemental prequalification does not require resubmission of information provided to the Department as part of general prequalification.

GENERAL PREQUALIFICATION

The prequalification classification issued by the Department, as part one of the prequalification process, is valid for a period of twelve months. It is the prequalified contractor's or subcontractor's responsibility to reapply for prequalification before the twelve-month period has expired in order to remain prequalified. The Department will not notify contractors or subcontractors of the impending expiration of prequalification.

The Department will maintain a registry of all contractors and subcontractors prequalified to bid on public works contracts. The registry will include the classification(s) of the contractor or subcontractor and the maximum contract dollar value(s) for which the contractor or subcontractor may submit a bid. This registry will be posted on the Division of Facilities Management's website at <http://dfm.delaware.gov/>. All other information submitted by contractors or subcontractors will remain confidential to the fullest extent allowed by law.

SUPPLEMENTAL PREQUALIFICATION

For specific projects in which a supplemental prequalification is required (at the option of the contracting agency), the agency may require supplemental information that is specifically relevant to the public works contract to be bid. This request for supplemental information shall not duplicate the information requested by the Department during its general prequalification process. **You must be prequalified under a general prequalification in order to apply for supplemental prequalification.** However, an applicant may submit applications for both general and supplemental prequalification at the same time.

Upon completion of the Department's review of the prequalification information submitted by the contractor or subcontractor, a decision will be made to either approve or deny the prequalification. All contractors or subcontractors seeking prequalification will be notified of the Department's decision, in writing, within five days of such determination. Notice of the determination of this supplemental prequalification shall be made by the Department (or in the case of supplemental prequalification being administered by a school district, the school district itself), no less than 14 calendar days before the close of the project bid. Any contractor or subcontractor denied supplemental prequalification may request, in writing, a review of such decision with the Director. This request must occur within five working days of the contractor's or subcontractor's receipt of the Department's notice of denial.

GENERAL INFORMATION

1. Copies of this Application for Contractor/Subcontractor Supplemental Prequalification may be obtained by calling the Division of Facilities Management at (302) 739-5644 (will be sent via U.S. Mail), or you may obtain the Application on-line by visiting our website at <http://dfm.delaware.gov/>.
2. You must be prequalified under a general prequalification in order to apply for supplemental prequalification. However, an applicant may submit applications for both general and supplemental prequalification at the same time. Copies of the Application for Contractor/Subcontractor Annual Prequalification may be obtained by calling the Division of Facilities Management at (302) 739-5644 (will be sent via U.S. Mail), or you may obtain the Application on-line by visiting our website at <http://dfm.delaware.gov/>.
3. Mail completed applications to:

Division of Facilities Management
ATTN: CSAP Committee - Supplemental
Project: Kirk/Short Building – Exterior Restoration
540 S. DuPont Highway, Suite 1
Dover, DE 19901
6. Faxed applications will not be accepted.
7. Notice of approval or denial of prequalification will be made by the Department within five days of such determination by registered mail, certified mail or other legally valid method.
8. Any contractor or subcontractor who holds a valid prequalification classification shall report any material changes which could adversely affect the prequalification to the Department within ten days of the material change. This notification should come in the form of a letter on the contractor's or subcontractor's letterhead and be signed by an officer of the organization.
9. The Department will maintain a registry of all contractors and subcontractors prequalified to bid on large public works contracts. The registry will only include the contractor's or subcontractor's name, its classification(s) and maximum contract dollar value(s). A copy of the registry may be obtained by calling the Division of Facilities Management or by visiting our website at <http://dfm.delaware.gov/>.

Instructions and Information for Completing Application for Contractor/Subcontractor Supplemental Prequalification:

- Complete all questions completely and accurately. Either type the information or print legibly. Submit one original copy.

**Office of Management and Budget
Division of Facilities Management**

Application for Contractor/Subcontractor Supplemental Prequalification

Project: Kirk/Short Building – Exterior Restoration

**Part I:
General Information**

Submitted by: _____

Address: _____

Principal Office Location: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Website Address: _____

Delaware Business License Number: _____

Federal E.I. Number: _____

Have there been any material changes in your organization since you last submitted an application for annual prequalification?

No ☐ Yes ☐ (please explain)

Material changes include, but are not limited to:

- Change in financial ability to perform a public works contract;
- Change in experience to undertake a public works contract;
- Failure to perform on prior public or private construction contracts;
- Breach of contract that indicates your firm may not be capable of performing the work or completing a large public works contract;
- Criminal convictions for fraud, misrepresentation or theft related to contract procurement;
- Debarment or suspension by any government agency that indicates your firm may not be capable of performing the work or completing a large public works contract;
- Revocation or suspension of license that indicates your firm may not be capable of performing the work or completing a large public works contract; or
- Bankruptcy proceedings that indicate your firm may not be capable of performing the work or completing a large public works contract.

Prequalification may be denied for any of the above reasons or other reasons as deemed appropriate by the Department. Also, failure to provide complete and accurate prequalification information as requested by the Department, or failure to report any material changes which could adversely affect the prequalification within ten days of the change, may be grounds for denial of prequalification.

Part II:
Contractor/Subcontractor Supplemental Prequalification
Kirk/Short Building - Exterior Restoration

Classification	Estimated Contract Amount
General Construction	\$500,000

Bids will only be accepted from firms that are experienced in the restoration of historic buildings. Each prospective General Contractor must submit this form to demonstrate its experience as a contractor who is experienced in the restoration of historic buildings. To be considered for qualification, all questions contained in this form must be completed.

The contractor must have a minimum of ten (10) years experience in the completion of substantial restoration projects completed in accordance with the Secretary of the Interior's Standards for Rehabilitation and shall have completed no fewer than three (3) similar projects in the previous five (5) years. If a firm is newly organized, the Architect and the Owner will consider the experience of the personnel comprising the newly organized firm and their reputation in the field of building restoration.

The bidder authorizes the Architect and the Owner to verify the references listed below, as well as other information sources and references available to the Architect and Owner. Failure to meet the foregoing criteria or information demonstrating poor job performance shall disqualify the prospective bidder from submitting a bid.

1. Projects involving renovations similar to this project completed within the previous five years:

Project 1

Name of Project: _____

Location: _____

Reference: _____ Title: _____

Address: _____

Telephone: _____

Brief description of work completed by your firm:

Date of completion: _____

Value of contract: _____

Labor force employed at project:

Skilled: _____ Unskilled: _____

Project 2

Name of Project: _____

Location: _____

Reference: _____ Title: _____

Address: _____

Telephone: _____

Brief description of work completed by your firm:

Date of completion: _____

Value of contract: _____

Labor force employed at project:

Skilled: _____ Unskilled: _____

Project 3

Name of Project: _____

Location: _____

Reference: _____ Title: _____

Address: _____

Telephone: _____

Brief description of work completed by your firm:

Date of completion: _____

Value of contract: _____

Labor force employed at project:

Skilled: _____ Unskilled: _____

Project 4

Name of Project: _____

Location: _____

Reference: _____ Title: _____

Address: _____

Telephone: _____

Brief description of work completed by your firm:

Date of completion: _____

Value of contract: _____

Labor force employed at project:

Skilled: _____ Unskilled: _____

Project 5

Name of Project: _____

Location: _____

Reference: _____ Title: _____

Address: _____

Telephone: _____

Brief description of work completed by your firm:

Date of completion: _____

Value of contract: _____

Labor force employed at project:

Skilled: _____ Unskilled: _____

2. Qualifications and experience of full-time personnel who will be assigned to this project

a. Name: _____

Years with your firm: _____

Job title: _____

Experience: _____

b. Name: _____

Years with your firm: _____

Job title: _____

Experience: _____

c. Name: _____

Years with your firm: _____

Job title: _____

Experience: _____

d. Name: _____

Years with your firm: _____

Job title: _____

Experience: _____

e. Name: _____
Years with your firm: _____
Job title: _____
Experience: _____

3. List any additional pertinent comments regarding your restoration skills qualifications:

NOTE: Attach additional sheets, if required, to describe qualifications. Do not include a company brochure or list of projects.

This qualification statement must be signed by an officer/owner of the company.

By _____
(Printed Name)

(Title)

(Authorized Signature)

Date _____